

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



AIR FORCE INSTRUCTION 32-6005

**AIR EDUCATION AND TRAINING
COMMAND Supplement**

**LUKE AIR FORCE BASE
Supplement**

18 DECEMBER 2015

Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

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This instruction establishes procedures and responsibilities for implementing AFI32-6005, *Unaccompanied Housing Management* and AETC Supplement I, *Unaccompanied Housing Management* at Luke Air Force Base, Arizona. This instruction provides guidance for the standardized management of Dormitories on Luke AFB to include implementing Dorm Residents Cleaning Standards; Housing Manager Inspection Record, Unaccompanied Housing (UH) Managers Selection Processes, Bay Orderly Checklist and Basic Allowance for Housing (BAH) Approval Processes. It also include changing Capital Asset Flight, to read Housing Management (56 CES/CEIH) and Dormitory Management, to read Unaccompanied Housing (56 CES/CEIHD). This supersedes LUKEAFBI 32-6002, *Consolidated Dorm Management (CDM) Program*. This instruction does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive

wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.2.3.9. Authorizes the housing manager to approve relocation of priority 2 personnel off base with BAH when optimum utilization rate exceeds 95 percent and for priority 1 personnel; however, the approval authority for priority 1 personnel lies with Mission Support Group Commander (MSG/CC).

1.2.3.11. Establishes that the MSG/CC has the authority to approve/disapproves off-base residency (with allowance) and/or priority assignments to on-base quarters.

1.2.3.14. Squadron commander and/or first sergeant perform periodic dormitory and room inspections. All permanent party dormitories will be inspected a minimum of every 90 days. Inspections will not infringe on residents right to privacy, but will ensure local standards of cleanliness; health, safety and conduct are maintained. Units will provide residents a minimum of 24 hours advance notice of inspections. No-notice inspections; however, are authorized and are encouraged when conditions warrant. Dormitory residents or other squadron members may be selected to assist in performing dormitory inspections. Units must provide written results of these inspections to 56 CES/CEIH within 10 days from the end of the quarter.

1.2.3.15.1. **(Added)** Morale visits are not inspections. Morale visits are opportunities for leadership to interact with dormitory residents while informally assessing dormitory conditions and quality of life. The Fighter Wing Commander (FW/CC) or Vice Commander (CV) and group commanders will conduct a morale visit in Jan, Apr, Jul, and Oct. FW/CCC and group superintendents will conduct a morale visit in Feb, May, Aug, and Nov. Squadron commanders will conduct a morale visit in Mar, Jun, Sep, and Dec. Document visits by sending email with comments if any to the 56 CES/CEIH within 10 days of the end of the month.

1.2.3.18.1. **(Added)** Delegates Quarters Improvement Committee (QIC) Chairmanship to the vice commander.

1.2.3.20.1. **(Added)** Establishes UH resident cleaning standards at time of termination of quarters. (Cleaning Standards, Attachment 11)

1.2.5.3.1. **(Added)** Establishes that housing manager is responsibility for maintaining inspection schedules and the documented results of the inspections conducted by these individuals. The organization being inspected maintains the record of inspections by individuals other than the group commanders, and provides summaries to the housing management office. (Housing Manager Inspection Record, Attachment 12)

2.1. **(Added) Unaccompanied Housing (UH) Management Concept.** Due to manpower reductions to maintain adequate manning for Unaccompanied Housing, the Wing will provide two Airman Dorm leader (ADL) positions annually. One position from each group, rotated between the Maintenance Group (MXG), Mission Support Group (MSG), Medical Group

(MDG), and Operations Group (OG). The group will provide an E-5 on a one year rotational assignment as outlined below.

2.1.1 (Added) MXG and OG will provide one Airman Dorm Leader, rotating between the two groups annually. MSG and MDG will provide one Airman Dorm Leader, rotating between the two groups annually.

2.1.2 (Added) UH Management will maintain the schedule for tracking and forecasting fills and vacancies. UH Management, through 56 CES leadership, will contact affected Groups no less than 6 months prior to requirement fill dates, to ensure a member has been vectored and notified.

2.1.6. Establishes the **ADL/UH Manager Selection Process**. The Installation CCM monitors the status of UH Manager assignments to help provide program management stability, ensure assigned UH Managers receive the correct AFSC and assignment availability codes, and to program for replacements to ensure managers are in place when required. They participate in the UH manager selection process. (UH Managers Selection Process, Attachment 13)

2.2. **(Added)** ADL requirements. Member must be emotionally stable, morally responsible, financially sound, and has not had a history of disciplinary action. (i.e., UIF, LOR, Control Roster). Member will present a professional military image while in uniform and not be on a profile. A professional military image/appearance may or may not directly relate to an individual's fitness level or weight.

2.14. **Bay Orderly Program**. Permanent Party dormitory Bay Orderly taskings are drafted by the ADLs for each squadron. The squadron's First Sergeants assign the individual/s. Assignment of Bay Orderly duties is recommended for dorm residents but not required. Personnel assigned to the Command Post, those actively participating in Honor Guard duties, Security Forces personnel, and those in student status are exempt from Bay Orderly duties. (Bay Orderly Checklist, Attachment 14)

2.15.2. Report facility and furnishings requirements to the Housing Element Chief as there is no Furnishings Management Office at Luke AFB.

2.18. **Deployment**. First Sergeants will ensure all deployed dormitory residents rooms are inspected weekly for damages from local climatic conditions, insects and intrusion. Report by email to the Dorm Management Office of the completed inspection and any problems encountered.

2.20. **Social Visits**. All guests must be no less than 18 years old, be escorted at all times and are prohibited on dormitory campus between hours 2400-0600 hours. Cohabitation is not authorized.

2.21. **Smoking**. Smoking is prohibited in all permanent party and students dormitory rooms, common areas and grounds.

4.4.2. Priority 2 waiting list for BAH. Personnel in grades E1 to E4 and SrA with less than 3 years of service may apply in person at CDM to be placed on the BAH waiting list, when the base-wide utilization rate exceeds 95 percent. Priority 2 personnel desiring to live off base and receive BAH must have written approval by their first sergeant or commander prior to selection and/or authorization to move off-base and receive BAH (see BAH Approval Process, Attachment 15).

SCOTT L. PLEUS
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI32-6005, *Unaccompanied Housing Management*, 9 October 2008 with IC2, 7 May 2013

AFI32-6005, AETC Supplement 1, *Unaccompanied Housing Management*, 16 March 2010

AFI 33-360, *Publications and Forms Management*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACES—HM—Automated Civil Engineer System-Housing Management

ADL—Airman Dorm Leader

BAH—basic allowance for housing

CES—civil engineer squadron

CCM—command chief master sergeant

CDM—Consolidated Dorm Management

COM—change of occupancy maintenance

DRU—direct reporting unit

FSO—financial services office (or officer)

QIC—Quarters Improvement Committee

UH—Unaccompanied Housing

Attachment 11 (Added)

CLEANING STANDARDS

A11.1. Residents need to schedule an appointment to have their room inspected as soon as possible. All personal items and trash will be removed from room prior to room passing inspection. You must complete and initial these items **PRIOR** to the inspection.

Table A11.1. Cleaning Standards.

	Initials
• All lights are functional (ceiling, lamp, and bathroom). If not, submit work order.	
• Air filter has been replaced and the vents are cleaned.	
• Wall plates and outlet covers are cleaned and replaced if broken.	
• Wipe down and clean all furniture and appliances (including tops and inside), clean out drawers.	
• Baseboards are wiped down.	
• Carpet is both vacuumed and shampooed. Tile/linoleum is swept and mopped. Be sure to move the furniture and clean behind them.	
• Scrub sinks vanity area, toilet, shower/tub to include doors and walls.	
• Clean mirror, medicine cabinet, sink, countertop, and cabinet under sink.	
• Thoroughly clean inside and outside of refrigerator and freezer. Wipe down the top, pull out bottom shelf and clean underneath. DO NOT unplug refrigerator.	
• Microwave is cleaned (including the inside, outside, top, and glass tray)	
• Bathroom is cleaned thoroughly regardless of whether or not there is a suite mate. The sink, vanity area, mirror, toilet, tub/shower to include shower doors and walls need to be scrubbed clean.	
• Ensure ALL personal belongings are removed from drawers, closets, and storage lockers.	
• Replace all linen with clean bagged linen from Linen Exchange (bldg. 661/x-6043).	
• Replace all linen with clean bagged linen from Linen Exchange (bldg. 661/x-6043).	
• Room keys are returned to Dorm Management office.	
• Phone and cable services are disconnected/transfer service.	
• All personal posters, pictures, calendars, etc are removed and nails/staples/screws removed.	
<p>NOTES: Dorm management has cleaning supplies, light bulbs and shampooers available for use. Air filters are located in each bldg. dayrooms. You will not out-process the dorms and receive BAH until your room passes inspection. Failing any of these items may delay your out-processing, as you may have to reschedule your appointment. The inspection and paperwork usually takes around thirty minutes, so PLAN ACCORDINGLY.</p> <p>CDMO Hours of operation are 0800-1600, Mon-Fri. Outprocessing/Room Inspection hours are 0800-1200, Mon-Fri.</p> <p>Print Name/Rank: _____ Old Bldg/Room#: _____</p> <p>Date/Time: _____ New Bldg/Room#: _____</p>	

Supervisor's Name/Duty #: _____	Dorm Manager: _____
Date/time of room inspection: _____ <i>(Report to Dorm Management office 10 mns prior to appt.)</i>	

HOUSING MANAGER INSPECTIONS RECORD (SAMPLE)

Housing Manager Inspections Record

[illegible]

Attachment 13 (Added)**AIRMEN DORM LEADER (ADL) SELECTION PROCESS**

A13.1. ADLs are vital to sustaining quality unaccompanied housing, as well as mentoring Airmen during their early years in the Air Force. Accordingly, the steps below outline the ADL hiring process to ensure only the best qualified individuals are selected to serve in this position IAW AFI 32-6005 and the Personnel Services Delivery Guide.

Table A13.1. ADL Staff Hiring Process:

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| <p>a. 56 CES/CEM advertises position a minimum of 90 days prior to needed start date. Advertisement will be distributed base-wide via appropriate command channels and social media.</p> <p>b. Completed application package will be submitted to UH Superintendent by the deadline specified in the advertisement. Package must contain the following documents: last three EPRs, SURF, PT scores, and approved unit release letter.</p> <p>c. All applicants may be formally interviewed face-to-face. For Airmen deployed, every effort will be made to make telephone contact and interview by phone before a final hiring decision is made.</p> <p>d. Hiring Board will consist of the 56 CES/CEM, 56CES/CEIH and UH Superintendent.</p> <p>e. Hiring Board nominates the best qualified individual. UH Superintendent routes hiring package through the chain of command for concurrence with final approval signature from the 56 FW/CCM. Complete package is forwarded to 56 FSS/FSMPM for a CMS number and forwarding to AFPC/DPAA2.</p> <p>f. AFPC/DPAA2 receives and validates the authorization and grade requirements. ADL requirements must be filled with the authorized grade only. One up or one down is not authorized.</p> <p>g. If the request is disapproved, AFPC/DPAA2 notifies 56 FSS/FSMM of the disapproval. If the request is approved, AFPC/DPAA2 sends the hiring package to AFPC Functional Assignment Manager.</p> <p>h. AFPC Functional Assignment Manager will determine AFSC availability and provides AFPC/DPAA2 approval/disapproval of 24 month release.</p> <p>i. If approved, AFPC/DPAA2 updates assignment availability code 45 for the 24-month tour and provides 56 FSS/FSMM effective dates for CAFSC/DAFSC, duty title and PCA PASCODE.</p> <p>j. 56 FSS/FSMM updates Airman's CAFSC/DAFSC to 8H000, duty title to Airman Dorm Leader, and PCAs Airman to PASCODE if applicable. PAFSC does not change.</p> <p>k. Airman is notified of hiring and PCA and reports for duty as directed.</p> |
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A13.2. The tour length for an ADL is two years with an optional one year extension, subject to AFPC/DPAA2 approval. ADL will serve no more than three consecutive years. Possible exceptions could include HYT restricted Airmen or Airmen with approved retirements or separations. Loss of Airmen from their DAFSC/CAFSC to 8H000/ADL duty will not result in an immediate backfill. Backfills will be determined by manning entitlement through the normal EQUAL allocation process.

Attachment 14 (Added)**BAY ORDERLY PROGRAM/PERMANENT PARTY DORMITORIES (SAMPLE)****Table A14.1. Bay Orderly Program/Permanent Party Dormitories.**

Bay Orderly Duties	
EXTERIOR	
Collect trash and debris from all parking lots surrounding the dorms	
Collect trash and debris in a 100 yard radius surrounding your building	
Collect trash and debris in dumpster containment areas	
Collect trash and debris from the gazebos	
Sweep dumpster containment areas	
Sweep exterior stairwells ensuring trash, debris and/or cigarette butts are removed	
Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed	
Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed	
Remove spider webs from exterior stairwells, balconies and gazebos	
Empty all trash receptacles to include gazebos and replace trash liners	
Remove trash and debris then sweep bike storage areas	
Sweep gazebos ensuring trash, debris and/or cigarette butts are removed	
DAY ROOMS	
Collect and dispose of all litter and debris	
Empty all trash receptacles and replace liners	
Clean windows, interior and exterior	
Clean wall surfaces	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture and equipment (vacuum as needed)	
Sweep and mop or vacuum the floors as applicable to type of floor	
Clean TV	
Dust and clean all wall art	
Clean interior light fixtures, replace light bulbs as needed	
Inspect and clean vents on HVAC units, replace filters as needed	
FOYER AND INTERIOR STAIRWELLS	
Collect and dispose of all liter and debris	
Clean windows, interior and exterior	
Sweep daily and mop as indicated, all interior stairwells	
Sweep and mop or vacuum all hallways and foyers	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture (vacuum as needed)	
Clean, polish, dust and straighten display cabinets	
Clean and polish doors, interior and exterior	
Clean interior light fixtures, replace light bulbs as needed	
Clean and polish water fountain	
Inspect and clean vents on HVAC units, replace filters as needed	

Clean wall surfaces	
COMMON AREA BATHROOMS	
Clean and sanitize toilets	
Clean and sanitize sinks	
Clean and sanitize soap, paper towel and toilet paper dispensers	
Replace soap, paper towels and toilet paper as needed	
Inspect for and remove all spider webs	
Clean mirrors	
Clean interior light fixtures, replace light bulbs as needed	
Clean and sanitize walls	
Sweep and mop floors	
UTILITY ROOMS	
Neatly organize cleaning supplies	
Sweep and mop floors	
Clean and sanitize sinks	
Clean walls as needed	
LAUNDRY ROOMS	
Clean washers and dryers inside and out, report noted damage to UH management	
Remove lint from lint traps on dryers	
Dust furniture	
Sweep floors daily and mop floors as indicated	
Sweep and mop floors behind washers and dryers	
Clean wall surfaces	
Clean interior light fixtures, replace light bulbs as needed	
Clean and sanitize sinks	
Inspect and clean vents on HVAC units, replace filters as needed	
Clean windows and doors, interior and exterior	
Dust and clean all shelves and exposed pipes	
KITCHENS	
Clean and sanitize all appliances	
Clean and sanitize sinks	
Clean and sanitize countertops and wall surfaces	
Polish cabinets	
Clean refrigerators, removing old food with guidance	
Clean interior light fixtures, replace light bulbs as needed	
Inspect and clean vents on HVAC units, replace filters as needed	

Attachment 15 (Added)

BAH APPROVAL PROCESS

Table A15.1. BAH Approval Process.

BAH APPROVAL PROCESS			BAH APPROVAL CHAIN				APPR OVAL AUTH ORIT Y
			1st Sgt	Sq/ CC	CEI H	CC C	MSG/ CC
Priority 1 Space Required	<95 %	>95 %					
Pipeline students who are not authorized per diem or BAH	N	N	N/A	N/A	N/A	N/A	N/A
E4 personnel who attain over 3 YOS with less than 6 months remaining on station due to PCS or separation	N	N	N/A	N/A	N/A	N/A	N/A
Hardship assignments request from member, Sq/CC-endorsed (Note 1)	N	N	Y	Y	Y	Y	Y
Personnel (all grades) required to live on base, reasons of military necessity, readiness, training mission or discipline	N	Y	Y	Y	Y	Y	Y
Priority 2 Space Required							
Personnel in grades E-1 thru E-3 and E-4 with less than 3 YOS	N	Y	Y	Y	Y	Y	Y
Involuntarily separated enlisted personnel assigned to dependent-restricted areas	N	Y	Y	Y	Y	Y	Y
Unaccompanied personnel CONUS with no entitlement to family member travel and HHG transportation,	N	Y	Y	Y	Y	Y	Y
MIL-to-MIL grades E1 through E3 and E4 with less than 3 YOS when geographically separated and not accompanied by family members	N	Y	Y	Y	Y	Y	Y
Conditions when UH personnel are authorized to live off base w/ BAH:							
a. Pregnant women residing in UH, at 20 th week of pregnancy (Note 2)	Y	Y	Y	Y	Y	Y	Y
b. Personnel within 60 days of marriage (Note 4)	Y	Y	Y	Y	Y	Y	Y
c. Ann who will become eligible for BAH, promoted during a deployment	Y	Y	Y	Y	Y	Y	Y
d. Personnel w/privately owned mobile home moved from PDS	Y	Y	Y	Y	Y	Y	Y
e. Personnel w/extensive HHG (Note 3)	Y	Y	Y	Y	Y	Y	Y
f. Military married to military (joint-spouse), 60 days prior to spouse arrival	Y	Y	Y	Y	Y	Y	Y

g. Personnel with approved terminal leave	Y	Y	Y	Y	Y	Y	Y
h. Members who are unaccompanied, dependents residing elsewhere	Y	Y	Y	Y	Y	Y	Y
i. Agents or agent-trainees with the office of OSI	Y	Y	Y	Y	Y	Y	Y
	<95 %	>95 %	1 ST Sgt	Sq/ CC	CE AC	CC CM	MSG/ CC
j. ARC personnel on active duty for training	Y	Y	Y	Y	Y	Y	Y
k. Members in an ARC component on active duty tours	Y	Y	Y	Y	Y	Y	Y
l. Inbound E4 within 60 days of attaining 3 YOS	Y	Y	Y	Y	Y	Y	Y
Priority 3 Space Available							
Unmarried personnel in grades E-4 with 3 or more YOS through E-9	Y	Y	N/A	N/A	N/A	N/A	N/A
Priority 4 Space Available							
Unaccompanied personnel in grades E-1 to E-9 authorized BAH but voluntarily separated from dependents	Y	Y	N/A	N/A	N/A	N/A	N/A
<p>Note 1: The member must provide annual recertification to the UH Management Section Chief to continue the entitlement</p> <p>Note 2: An earlier move may be requested if determined necessary by medical authority. The commander may direct a pregnant member to terminate assigned UH from the 30th week of pregnancy up to the date of birth. If a live birth does not occur, or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with others relatives, etc.)</p> <p>Note 3: Members may submit a commander-endorsed request to the UH Management Section to reside in community housing and receive BAH when the annual cost of drayage and storage would exceed 50 percent of authorized BAH (drayage +12 months storage)/by 12 months > (monthly BAH rate)/2).</p> <p>Note 4: Members may submit a commander-approved request to the UH Management Section to reside in community housing and receive BAH up to 60 days prior to pending marriage. Within 30 days after the date the marriage was scheduled to occur, member must submit proof of marriage to continue BAH. If the marriage does not occur.</p>							